

**FRANKLIN COUNTY  
OFFICE ON AGING  
280 E. Broad Street, 3rd Floor  
Columbus, OH 43215**

**- J O B   A N N O U N C E M E N T -**

**WORKING TITLE:** Case Manager – Senior Options                      **PCN:** 111767  
(Non-Bargaining)

**SUPERVISOR:** Amy Rosenthal, Case Manager Supervisor

**PRIMARY RESPONSIBILITIES:** Responds to high volume telephone calls from the general public and professionals who are requesting information and home care services for senior citizens residing within the county. Makes referrals and advocates on behalf of older adults and their families. Completes initial assessment online for home care services and provides ongoing telephone case management services, in accordance with agency policies. Maintains records for program clients within a secured database. Participates in case reviews and development of policies and procedures. Makes presentations, attends meetings and serves on committees. Continues education by attending workshops and in-service training activities. After 1 year becomes eligible to be certified as an information and referral specialist in Aging.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Social Work or related field. LSW preferred. At least one-year experience working with older adults or demonstrated assessment/case management skills is desired. Knowledge of older adult service delivery network, preferred. Completion of coursework for graduate field of study (i.e., social work, sociology, psychology, home training) as required by college or university or paid work experience as Social Services Worker 2; or equivalent. Experience in word processing software is necessary for day-to-day program operations.

**SCREENING CRITERIA:**

- Case Work and Case Review
- Social Work Experience or Related Field
- Record Keeping/ Reports
- Software, Database and Word Processing

**DEADLINE FOR APPLYING:** Tuesday, July 6, 2010

**STARTING SALARY:** \$18.89/hour, plus a comprehensive benefits package.

**If interested, apply on-line at [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr)**

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